

# Flutes at the Barns 2018

## Flute Days with Zoë Booth

### APPLICATION FORM

Please read the guidance for applicants shown below before making your application.

Please print out and complete this application form and send it to the course administrator by post or as an e-mail attachment. Please note that any application will only be confirmed upon receipt of the deposit (payable by BACS, cheque or PayPal).

All correspondence should be sent to:

**Course Administrator, Flutes at the Barns, 30 Whitecroft, St Albans, Herts AL1 1UU UK**  
[info@flutesatthebarns.com](mailto:info@flutesatthebarns.com)

**I am applying for (tick):**

- Trestle Arts Base, St Albans - Sun 29<sup>th</sup> April 2018, Classical Elegance £80

Title \_\_\_\_\_ Forename \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Home tel \_\_\_\_\_ Mobile/work tel \_\_\_\_\_

E-mail\* \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age at course \_\_\_\_\_ Approx grade/level \_\_\_\_\_

Name of flute teacher, if appropriate \_\_\_\_\_

If you play/own piccolo and/or alto/bass flute please give details here: \_\_\_\_\_

Any special dietary needs \_\_\_\_\_

Please give a brief outline of your current musical activities and interests

\* Correspondence will be by e-mail only, unless requested otherwise; please tick this box if you prefer to be contacted by post

**I enclose (tick one):**

- deposit of £80

Please note that any deposit paid is non-refundable upon confirmation of your application.

Cheques are to be made payable to **Zocopoco Limited**.

Please note that submission of an application confirms your agreement to the Flutes at the Barns terms and conditions shown below.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

# Guidance for applicants

## How to Apply

It's easy to apply, in just two two steps:

1. Complete an application form
  - print out and complete this application form and send it to the address shown or,
  - complete the online application form at [www.flutesatthebarns.com](http://www.flutesatthebarns.com)
2. Submit your application form plus your deposit payment to the course administrator.

Application forms can be completed online or sent to the course administrator by e-mail or post.

Don't forget, your application is not complete until you've also paid your deposit. You can pay the deposit by:

- BACS transfer (returning participants only),
- cheque (cheques to be made payable to **Zocopoco Limited**), or
- PayPal, via the Flutes at the Barns website.

Applications for the limited places will be made on a first come, first served basis, and early application is encouraged as places are limited.

## What happens next?

- Upon receipt of your application form **and** deposit your application will be confirmed and your name will be added to a waiting list. As soon as the course is filled, you will be informed of your acceptance to the course.
- Approximately four weeks before the beginning of the course you will be sent the final details for the course. At this time you will be asked to complete and return a pre-course questionnaire, which is due no later than four weeks before the course begins.
- Any applicants not accepted to the course (e.g. if no place is available) will, upon request, be put on a waiting list for cancellations, given priority to attend a later course (subject to availability) or reimbursed their full deposit/payment.
- If any of your contact details change between applying for and attending a course please let the course administrator know as soon as possible.
- Fees will not be refunded in the case of cancellation by the applicant.
- All course correspondence – following the course administrator's receipt of an application form – will be sent by e-mail only (applicants may return any replies to the course administrator by post or e-mail). If you would prefer to be contacted by post, please tick the box on the application form and/or contact the course administrator.

If you have any problems making your application or have any questions prior to applying please contact the course administrator.

## Course information

- Course Fee - £80 per person, per course (2018).
- The course fee is fully inclusive of meals, refreshments and musical activities.
- Each Flutes at the Barns course is open to flute players of all standards and abilities, aged eighteen and over.
- The course runs from 10 am to 5 pm.
- Further details - including the course schedule, directions to the venue and an equipment checklist - are sent upon the confirmation of a successful application.

## Terms and Conditions

Please note that submission of an application confirms your agreement to the Flutes at the Barns terms and conditions shown below.

- A deposit of the Flute Day course fee is payable upon application.
- The remaining balance of your course fee is due no later than four weeks before the course begins (or with any application made within four weeks of the course). You will receive a prompt to pay approximately ten weeks prior to the start of the course.
- Fees are non-refundable upon cancellation by the applicant. If you are not accepted to a course any fees already paid towards that particular course will be refunded in full.
- In the case of cancellation by the applicant, the non-refundable deposit will be retained.
- Applicants agree to take responsibility for their own health and care of their instrument(s) for the duration of the course.
- Please note that Zocopoco Limited/Zoë Booth accepts no responsibility for damage to property, accident, injury or illness.
- Applicants are advised to take out appropriate travel insurance for the duration of their participation in FATB.
- Flutes at the Barns reserves the right to vary the itinerary from that shown; applicants will be informed of significant changes.
- Participants are advised not to confirm travel plans until their place on the course has been confirmed.
- Applicants are advised to read the course information shown on the Flutes at the Barns website.
- Errors and omissions excepted.
- Places are non-transferable, other than at the discretion and full knowledge of the course administrator.

Please address queries and applications to:

**Course Administrator, Flutes at the Barns,  
30 Whitecroft, St Albans, Herts AL1 1UU UNITED KINGDOM  
Tel: +44 (0)1727 765511 or Mob: +44 (0)7976 613750  
E-mail: [info@flutesatthebarns.com](mailto:info@flutesatthebarns.com)  
Web: [www.flutesatthebarns.com](http://www.flutesatthebarns.com)**

Don't forget, your application is not complete until you've also paid your deposit of £80 (2018). You can pay the deposit using PayPal, or send a cheque (made payable to **Zocopoco Limited**).